



Joint Legislative Audit Committee
Office of the Auditor General



**FINANCIAL AUDIT REPORT
BOARD OF OSTEOPATHIC EXAMINERS
YEAR ENDED JUNE 30, 1979**

REPORT TO THE
CALIFORNIA LEGISLATURE

REPORT F-999.05

REPORT OF THE
OFFICE OF THE AUDITOR GENERAL
TO THE
JOINT LEGISLATIVE AUDIT COMMITTEE

999.05

FINANCIAL AUDIT REPORT
BOARD OF OSTEOPATHIC EXAMINERS
YEAR ENDED JUNE 30, 1979

OCTOBER 1980



California Legislature

Joint Legislative Audit Committee

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October 17, 1980

999.05

The Honorable Speaker of the Assembly
The Honorable President pro Tempore of the Senate
The Honorable Members of the Senate and the
Assembly of the Legislature of California

Members of the Legislature:

Your Joint Legislative Audit Committee respectfully submits the Auditor General's financial audit report of the Board of Osteopathic Examiners, year ended June 30, 1979.

The auditors are Curt Davis, CPA; Romero Zamora; Gus Demas; Geraldine Parks; Teri Yee; Michael Tritz; and Charles Thrasher.

Respectfully submitted,

S. Floyd Mori
S. FLOYD MORI
Chairman, Joint Legislative
Audit Committee

Attachment

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INTRODUCTION

In response to a resolution of the Joint Legislative Audit Committee and in compliance with federal Office of Revenue Sharing regulations, we have conducted a financial audit of the Board of Osteopathic Examiners. This audit was conducted under the authority vested in the Auditor General by Section 10527 of the Government Code.

The Board of Osteopathic Examiners was formed to administer and enforce the Osteopathic Act of 1922 and Proposition 22 of 1962. It sets and enforces licensing standards for California Osteopathic Physicians and Surgeons, conducts examinations and investigations, and initiates disciplinary proceedings.

The Board of Osteopathic Examiners is primarily supported by fees received from the licensing and registration of Osteopathic Physicians and Surgeons and by income from the investment of surplus money.

AUDITOR'S OPINION

To the Joint Legislative Audit Committee of the California Legislature:

We have examined the combined balance sheet of the Board of Osteopathic Examiners as of June 30, 1979 and the related statement of revenues, expenditures, and changes in fund balance for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned financial statements present fairly the financial position of the Board of Osteopathic Examiners at June 30, 1979 and the results of operations and changes in fund balance for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The column amounts on the accompanying financial statements captioned "Totals - Memorandum Only" for June 30, 1979 are not necessary for a fair presentation of the financial statements but are presented as additional analytical data and, in our opinion, are fairly stated in all material respects in relation to the financial statements taken as a whole.


WESLEY E. VOSS
Assistant Auditor General

Date: March 11, 1980

Staff: Curt Davis, CPA
Romero Zamora
Gus Demas
Geraldine Parks
Teri Yee
Michael Tritz
Charles Thrasher

BOARD OF OSTEOPATHIC EXAMINERS

COMBINED BALANCE SHEET
GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP

JUNE 30, 1979

<u>ASSETS</u>	<u>Governmental Fund Type</u>	<u>Account Group</u>	<u>Totals (Memorandum Only)</u>
	<u>Special Revenue</u>	<u>General Fixed Assets</u>	<u>June 30, 1979</u>
Cash	\$ 13,213	\$ --	\$ 13,213
Deposit in Surplus Money Investment Fund	95,000	--	95,000
Due from Surplus Money Investment Fund	3,373	--	3,373
Prepayments to other funds	2,429	--	2,429
Expense advances to employees	397	--	397
Equipment	--	<u>3,424</u>	<u>3,424</u>
Total Assets	<u>\$114,412</u>	<u>\$3,424</u>	<u>\$117,836</u>

LIABILITIES, ENCUMBRANCES
OUTSTANDING, AND FUND EQUITY

Liabilities:

Accounts payable	\$ 6,534	\$ --	\$ 6,534
Encumbrances Outstanding	<u>4,540</u>	--	<u>4,540</u>
Fund Equity:			
Investment in fixed assets (Note 3)	--	3,424	3,424
Fund balance	<u>103,338</u>	--	<u>103,338</u>
Total Fund Equity	<u>103,338</u>	<u>3,424</u>	<u>106,762</u>
Total Liabilities, Encumbrances Outstanding, and Fund Equity	<u>\$114,412</u>	<u>\$3,424</u>	<u>\$117,836</u>

The notes to the financial statements are an integral part of this statement.

BOARD OF OSTEOPATHIC EXAMINERS
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE - BUDGET AND ACTUAL
 SPECIAL REVENUE

FOR THE FISCAL YEAR ENDED JUNE 30, 1979

	<u>Budget as adjusted</u>	<u>Actual</u>	<u>Variance</u>
Revenues (Note 2)	<u>\$198,624</u>	<u>\$206,752</u>	<u>\$ 8,128</u>
Expenditures: (Note 2)			
Support	198,624	178,525	20,099
Miscellaneous adjustments (Note 4)	<u>--</u>	<u>8,304</u>	<u>(8,304)</u>
Total Expenditures	<u>198,624</u>	<u>186,829</u>	<u>11,795</u>
Excess of Revenues over (under) Expenditures	<u>\$ --</u>	<u>19,923</u>	<u>\$19,923</u>
Fund Balance - July 1		<u>83,415</u>	
Fund Balance - June 30		<u>\$103,338</u>	

The notes to the financial statements are an integral part of this statement.

BOARD OF OSTEOPATHIC EXAMINERS
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 1979

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements reflect the financial position and results of operations of the Board of Osteopathic Examiners. The statements have been prepared in conformity with generally accepted accounting principles applicable to state and local governments as prescribed by the American Institute of Certified Public Accountants and by the National Council on Governmental Accounting.

The accompanying financial statements are structured into a Governmental Fund Type and an Account Group.

GOVERNMENTAL FUND TYPES

Governmental Fund Types are those through which most governmental functions are financed. The acquisition, use, and balances of the government's expendable financial resources and the related current liabilities--except those accounted for in Proprietary Funds--are accounted for through governmental funds. The Governmental Fund Type for the Board of Osteopathic Examiners is a Special Revenue Fund (Board of Osteopathic Examiners Contingent Fund) which accounts for specific revenues and operating expenditures earmarked for the registration and regulation of certified osteopaths.

The Special Revenue Fund is maintained on the modified accrual basis of accounting. These are some of its more significant elements:

Income

Throughout the fiscal year all income, including revenues and transfers, is accounted for on a cash basis. At June 30, the accounts are adjusted to accrue all earned but uncollected income.

Expenditures

Expenditures are accounted for at the time claims for payment are filed with the State Controller. At June 30, all valid expenditure commitments are accrued as expenditures including encumbrances outstanding against the fund balance for which no goods or services have been received.

Liabilities

Retirement Plan - Regular employees of the board are members of the Public Employees' Retirement System (PERS) which is a defined benefit, contributory retirement plan. The amount the board and employees contribute to PERS is actuarially determined under a program in which contributions plus retirement system earnings provide the necessary funds to pay retirement costs as accrued. Retirement contributions for the year totaled \$10,954.

Vacation and Sick Leave - Costs of vacation and sick leave are charged when these benefits are used rather than when they are earned.

ACCOUNT GROUP

The Account Group is used to account for general fixed assets. Assets purchased, except for those acquired under an installment purchase contract as explained in Note 3, are recorded as expenditures in the appropriate fund in the year of acquisition or encumbrance. General fixed assets increased by a net of \$1,526 during the fiscal year.

2. BUDGETED REVENUES AND EXPENDITURES

The amounts shown under "Budget as Adjusted" for revenues and expenditures reflect the Governor's Budget after allowing for adjustments by the Budget Act, interim statutory changes affecting appropriations, and authorized executive budget revisions issued during the year.

3. INVESTMENT IN GENERAL FIXED ASSETS

This account includes an unpaid balance of \$825.82 at June 30, 1979 representing unpaid amounts on installment purchase contracts. This amount is payable over the next 13 months in equal monthly installments of \$57.37 which includes interest at 6.25 percent on the unpaid principal.

4. MISCELLANEOUS ADJUSTMENTS

This account shows the difference between the net amount of revenues, expenditures, abatements, and reimbursements accrued as of the previous June 30 and the actual amount of revenues, expenditures, abatements, and reimbursements related to the prior year but obtained during the current fiscal year.

SUPPLEMENTAL INFORMATION

The annual legislative budget for revenues and support expenditures of the Board of Osteopathic Examiners is in total only. The following schedule shows actual revenues and expenditures for the period as kept by the board for management purposes.

BOARD OF OSTEOPATHIC EXAMINERS
SCHEDULE OF REVENUES AND EXPENDITURES
OSTEOPATHIC EXAMINER'S CONTINGENT FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 1979

Revenues:

Fees and licenses	\$201,885
Income from the Surplus Money Investment Fund	<u>4,867</u>
Total Revenues	<u>\$206,752</u>

Expenditures:

Personal services	\$ 90,075
Operating expenses and equipment	88,450
Miscellaneous adjustments (Note 4)	<u>8,304</u>
Total Expenditures	<u>\$186,829</u>

OTHER COMMENTS

As an integral part of our examination, we reviewed the accounting procedures and related system of internal accounting control at the board and at the Department of General Services (which maintains the board's accounting records) to the extent we considered necessary to properly form an opinion concerning the fairness with which the board's financial statements present its financial position and results of operations in accordance with generally accepted accounting principles consistently applied.

Our review enabled us to suggest improvements which would result in better operating procedures and controls. A management letter describing the suggested operating improvements was issued to the board in conjunction with certain recommended adjusting entries necessary to achieve compliance with generally accepted accounting principles.

The board generally concurs with the suggested operating improvements and adjusting entries.

cc: Members of the Legislature
Office of the Governor
Office of the Lieutenant Governor
Secretary of State
State Controller
State Treasurer
Legislative Analyst
Director of Finance
Assembly Office of Research
Senate Office of Research
Assembly Majority/Minority Consultants
Senate Majority/Minority Consultants
California State Department Heads
Capitol Press Corps